



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
MARINE FORCES NORTH
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

ForO 1650.1C
CMD

JUN 20 2014

FORCE ORDER 1650.1C

From: Commander
To: Distribution List

Subj: NONCOMMISSIONED OFFICER OF THE QUARTER/YEAR AND MARINE OF THE
QUARTER/YEAR AWARDS RECOGNITION PROGRAM

Encl: (1) Nomination Format
(2) Biography Format
(3) Data Sheet Format
(4) Book Report Format
(5) Example Navy and Marine Corps Achievement Medal Citation
(6) Example Certificate of Commendation Citation

1. Situation. To publish procedures and establish eligibility criteria for recognition as either the Noncommissioned Officer (NCO) of the Quarter/Year (NCOQ/NCOY) or Marine of the Quarter/Year (MOQ/MOY) within Marine Forces Reserve (MARFORRES) and Marine Forces North (MARFORNORTH) per the reference.

2. Cancellation. ForO 1650.1B.

3. Mission. To recognize Marines for performance of duty, that is noteworthy or commendable in nature by recognition as either the NCOQ/NCOY or MOQ/MOY within MARFORRES and MARFORNORTH.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Selection as either NCOQ/NCOY or MOQ/MOY indicates that the member possesses those traits of leadership, morality, and professionalism, which should embody the goals of all Marines. The primary goal of this award is to recognize those Marines who have contributed significantly to the mission effectiveness of their unit. In addition to job performance, nominees shall be evaluated on the basis of their efforts toward self-improvement, leadership qualities, and potential.

(a) These awards shall be broken down into two separate components: Active Component (AC) and Reserve Component (RC). AC nominations shall consist of Marines within the active and active reserve components. RC nominations shall consist of Marines within the Selected Marine Corps Reserve (SMCR), Individual Ready Reserve (IRR), and Individual Mobilization Augmentee (IMA).

(2) Concept of Operations. The NCOQ/NCOY or MOQ/MOY will be selected quarterly per Calendar Year (CY), and annually from previous CY selectees.

b. Tasks

(1) Chief of Staff, MARFORNORTH

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(a) Select one NCO from each component to represent MARFORNORTH on the MARFORRES NCOQ board.

(b) Select one non-NCO from each component to represent MARFORNORTH on the MARFORRES MOQ board.

(2) Commanding General, Force Headquarters Group (FHG)

(a) Select one NCO from each component to represent FHG on the MARFORRES NCOQ board.

(b) Select one non-NCO from each component to represent FHG on the MARFORRES MOQ board.

(3) Commanding General, 4th Marine Division (4th MarDiv)

(a) Select one NCO from each component to represent 4th MarDiv on the MARFORRES NCOQ board.

(b) Select one non-NCO from each component to represent 4th MarDiv on the MARFORRES MOQ board.

(4) Commanding General, 4th Marine Aircraft Wing (4th MAW)

(a) Select one NCO from each component to represent 4th MAW on the MARFORRES NCOQ board.

(b) Select one non-NCO from each component to represent 4th MAW on the MARFORRES MOQ board.

(5) Commanding General, 4th Marine Logistics Group (4th MLG)

(a) Select one NCO from each component to represent 4th MLG on the MARFORRES NCOQ board.

(b) Select one non-NCO from each component to represent 4th MLG on the MARFORRES MOQ board.

(6) Commanding Officer, Headquarters Battalion, MARFORRES (HQBN)

(a) Select one NCO from each component to represent HQBN, MARFORRES on the MARFORRES NCOQ board.

(b) Select one non-NCO from each component to represent HQBN, MARFORRES on the MARFORRES MOQ board.

(7) MARFORRES/MARFORNORTH Force Sergeant Major

(a) Perform duties as senior member of the MARFORRES NCOQ/NCOY MOQ/MOY selection boards.

(b) Coordinate MARFORRES NCOQ/NCOY and MOQ/MOY program with the MARFORNORTH Administrative Officer, MARFORRES Adjutant, MSC and HQBN, MARFORRES SgtsMaj.

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(c) Publish board dates.

(d) Conduct the boards.

c. Coordinating Instructions

(1) The MARFORRES NCOQ/MOQ board will convene during the middle month of each CY quarter (May, Aug, Nov, Feb). The date, time, and place will be published via separate correspondence by the MARFORRES/MARFORNORTH Force Sergeant Major (SgtMaj).

(2) The MARFORRES NCOY/MOY board will convene in February of the year following the CY being covered. The date, time, and place will be published via separate correspondence by the MARFORRES/MARFORNORTH Force SgtMaj.

(3) The MARFORRES/MARFORNORTH Force SgtMaj is appointed as the Senior Member of the MARFORRES NCOQ/NCOY and MOQ/MOY boards. The Force SgtMaj and the SgtsMaj of each MSC and HQBN, MARFORRES are appointed as permanent members of the MARFORRES NCOQ/NCOY and MOQ/MOY boards.

(4) Nomination packages will be submitted utilizing the format in enclosure (1), covering the quarter and/or CY of nomination, to the MARFORRES G-1 not later than five working days prior to the board's convening date. Ensure packages meet the following minimum requirements:

(a) Nominees for NCOQ/MOQ must have served within MARFORRES/MARFORNORTH, including temporary additional duty personnel assigned, for the entire period of the quarter being covered.

(b) Nominees for NCOY/MOY will be screened and selected from prior MARFORRES NCOQ/MOQ selections within the same CY. Commanders will provide updated amplifying complete packages for the entire CY for their nominations. Include all pertinent information both military and civilian. If the Marine has conducted a permanent change of station or inter unit transfer to another command; contact the new command in order to update the Marines package.

(c) Nomination submissions will contain the following:

1. Current biography.
2. Data sheet.
3. Photograph in Service "C" uniform, submitted per regulations for promotion photographs contained in MCO P1070.12K w/ch 1.
4. (Only if applicable) Certified true copy of Service Record Book (SRB) pages 11, 12/Unit Punishment Book (UPB), and 13.
5. Copies of awards received while serving during current nomination period.
6. Commanders narrative. At a minimum, each package will include a resume of military and civilian accomplishments overlying the quarterly accomplishments.

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a. Comment on current height and weight. List body fat percent if over maximum weight.

b. Comment on community activities.

c. Comment on any amplifying information deemed appropriate.

(d) A nominee must best exemplify those characteristics expected of a Marine. Criteria for selection will include the following:

1. Current first class score on both the semi-annual physical fitness test and combat fitness test. Must be consecutive dates, no gaps.

2. Average proficiency and conduct marks of 4.3/4.3 in service.

3. Must have a current table of organization weapon qualification.

4. Must have a current swim qualification.

5. At a minimum, Tan Belt qualified in accordance with the Marine Corps Martial Arts Program. Service school code MMB (Tan Belt) must be entered into Marine Corps Total Force System prior to the convening board date.

6. Performance of duty and leadership abilities.

7. Noteworthy contributions to the Marine Corps within the last quarter/year.

8. Performance of regular and additional duties.

9. Community participation to include civic, occupational, and organizational activities.

10. Selected Marine Corps Reserve personnel must have attended a minimum of 90 percent of drills for the past 12 months.

11. Personnel nominated must have been members of the unit for at least 90 consecutive days.

12. Participation in professional military education programs, resident courses, Marine Corps Institute courses, Marine Net courses, off-duty education, and participation in the Professional Reading Program within the last quarter/year preceding the nomination.

13. Nominees will be reviewed only on their accomplishments during the selection period nominated for.

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5. Administration and Logistics

a. MARFORNORTH, the MSCs, and HQBN, MARFORRES will publish local policies, conduct NCOQ/NCOY and MOQ/MOY screening selection boards, and submit nominations to MARFORRES.

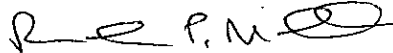
b. The Marine selected as the MARFORRES NCOQ/NCOY and MOQ/MOY will be awarded the following recognition.

(1) NCOQ/MOQ - MARFORRES/MARFORNORTH Certificate of Commendation.

(2) NCOY/MOY - Navy and Marine Corps Achievement Medal.

c. MARFORNORTH, the MSCs and subordinate Commanders are to await the MARFORRES board results publication before the issuance of any award.

6. Command and Signal. This order is applicable to the MARFORRES and MARFORNORTH total force.


RICHARD P. MILLS

DISTRIBUTION: D



NOMINATION FORMAT

(BRANCH OF SERVICE)

(UNIT NAME)

(UNIT STREET ADDRESS)

(UNIT CITY, STATE & ZIP CODE)

IN REPLY REFER TO

1400

CO

From: (Commanding Officer Group/Regiment/Battalion/Squadron)
To: (Commanding General/Commanding Officer MSC/Group/Regiment/
Battalion/Squadron)
Via: (Group/Regiment/Battalion/Squadron) as appropriate

Subj: NOMINATION FOR NONCOMMISSIONED OFFICER OF THE QUARTER/YEAR IN
THE CASE OF (Marine's Rank, Last Name, First Name, Middle
Initial, EDIPI/MOS) USMC

Ref: ForO 1650.1C

Encl: (1) Biography
(2) Data sheet
(3) Book Report(s)
(4) Promotion Photo

1. In accordance with the reference, I nominate (Rank/Name) for Noncommissioned Officer of the Quarter/Year. I certify that all data has been verified and (Rank/Name) meets the criteria as outlined in the reference.

2. Qualitative and quantitative narrative recommendation. Narrative recommendation should include statements concerning leadership qualities, civic activities, any extraordinary military experiences, and any pertinent military or civilian education.

3. Point of contact at this command is (Sergeant Major/Senior Enlisted Advisor) at e-mail: i.m.marine@usmc.mil or commercial telephone: (000)111-2222.

I. M. COMMANDER

BIOGRAPHY FORMAT

Sergeant John J. Battle

Sergeant Battle serves as an Operations Clerk, G-5, Marine Corps Recruit Depot/Western Recruiting Region, San Diego, CA.

Sergeant Battle was born on 10 November 1989 at Camp Pendleton, CA., and was raised on various Marine Corps posts and stations. He enlisted in the Marine Corps Reserve in June 2009 and completed recruit training at Marine Corps Recruit Depot, Parris Island, South Carolina in October 2009.

Following Marine Combat Training and the Administrative Clerks Course, he was assigned to 3d Battalion, 6th Marines in February 2010. During this tour, Sergeant Battle served as a Battalion Adjutant Clerk and Company Clerk and participated in various exercises and unit deployments to the Western Pacific.

In July 2011, Sergeant Battle reported to Plans Policies and Operations Department, Headquarters, U.S. Marine Corps, where he served as an Administrative Clerk. In July 2013, Sergeant Battle was reassigned to Camp Pendleton, California.

Sergeant Battle's personal decorations include the Navy and Marine Corps Achievement Medal and the Outstanding Volunteer Service Medal.

DATA SHEET FORMAT

DATA SHEET: MERT _____ DATE: _____ Component: AC/AR/SMCR/IRR

RANK LAST NAME FIRST MI EDIPI/MOS UNIT/RUC/MCC

BILLET DESC: _____

AFADBD: _____ TIS(MO): ____ DOR: _____ TIG(MO): ____ MARITAL STATUS: ____

HT: ____ WT: ____ RECRUITING REFERRAL #: ____ MCMAP BELT/DTE: ____ / ____

DCTB: _____ RTD: _____ EAS: _____ RECC: _____

AVG PRO/CON: IN SVC: ____ / ____ IN GRD: ____ / ____ PRESENT: ____ / ____

PFT SCORE/CL/PTS/DTE: ____ / ____ / ____ / ____

CFT SCORE/CL/PTS/DTE: ____ / ____ / ____ / ____

RIFLE QUAL/REQUAL SCORE/PTS/DTE: ____ / ____ / ____ EXP AWD BAR #: ____

PISTOL QUAL/REQUAL SCORE/PTS/DTE: ____ / ____ / ____ EXP AWD BAR #: ____

CIV EDUCATION: ____ HS/GED ____ SOME COLLEGE ____ ASSOC ____ BACHLORS ____ MASTERS

COLLEGE COURSES: _____

PME RESIDENT/DTE: _____

MCI/PME NON-RESIDENT: _____

PROFESSIONAL READING: _____

PERSONAL DECORATIONS/DTE: _____

OTHER RECOGNITIONS (NCOQ, MOQ, CIV, etc...): _____

DEROGATORY COMMENTS (PG 11, 12, 13, CIV): _____

(ATTACH ADDITONAL PAGES AS NECESSARY)

BOOK REPORT FORMAT

Introduction: Here you want to provide basic information about the book, and a sense of what your report will be about. You should include:

- Title (underlined)/Author
- A brief (1-2 sentences) introduction to the book and the report/review.

Body: There are two main sections for this part. The first is an explanation of what the book is about. The second is your opinions about the book and how successful it is. There are some differences between reports on fiction or other imaginative writing and reports on non-fiction books.

But for both, a good place to start is to explain the author's purpose and/or the main themes of the book. Then you can summarize.

- For fiction or other creative writing: Provide brief descriptions of the setting, the point of view (who tells the story), the protagonist, and other major characters. If there is a distinct mood or tone, discuss that as well. Give a concise plot summary. Along with the sequence of major events, you may want to discuss the book's climax and resolution, and/or literary devices such as foreshadowing.
- For non-fiction: Provide a general overview of the author's topic, main points, and argument. What is the thesis? What are the important conclusions? Don't try to summarize each chapter or every angle. Choose the ones that are most significant and interesting to you.

Analysis and Evaluation: In this section you analyze or critique the book. You can write about your own opinions; just be sure that you explain and support them with examples. Some questions you might want to consider:

- Did the author achieve his or her purpose?
- Is the writing effective, powerful, or difficult?
- What are the strengths and weaknesses of the book?
- For non-fiction, what are the author's qualifications to write about the subject? Do you agree with the author's arguments and conclusions?
- What is your overall response to the book? Did you find it interesting, moving, dull?
- Would you recommend it to others? Why or why not?

Conclusion: Briefly conclude by pulling your thoughts together. You may want to say what impression the book left you with, or emphasize what you want your reader to know about it.

EXAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION

The Secretary of the Navy takes pleasure in presenting the NAVY AND MARINE CORPS ACHIEVEMENT MEDAL to

(RANK AND NAME)
UNITED STATES MARINE CORPS

For service as set forth in the following
CITATION:

"PROFESSIONAL ACHIEVEMENT WHILE SERVING AS (BILLET), (COMMAND) FROM (MONTH) (CALENDAR YEAR) TO (MONTH) (CALENDAR YEAR). DURING THIS PERIOD, (RANK NAME) OUTSTANDING MILITARY CONDUCT AND PERSONAL APPEARANCE WERE BEYOND REPROACH, AND DEMONSTRATED AN CONTINUING PERSONAL PRIDE IN HIMSELF/HERSELF AND THE UNIFORM HE/SHE PROUDLY WEARS. (RANK NAME) DISPLAYED A SUSTAINED SUPERIOR PERFORMANCE OF DUTY FAR ABOVE THAT OF HIS/HER CONTEMPORARIES AND INSPIRED SELF-IMPROVEMENT IN HIS/HER FELLOW MARINES THROUGH STERLING PERSONAL EXAMPLE. ADDITINALLY, (RANK NAME) CONSISTENTLY DISPLAYED EXCEPTIONAL QUALITIES OF LEADERSHIP AND INIATIVE THAT EARNED HIM/HER THE DISTINCTION AS THE MARINE FORCES RESERVE "MARINE OF THE YEAR/NONCOMMISSIONED OFFICER OF THE YEAR," FOR CALENDAR YEAR (CALENDAR YEAR). (RANK NAME) NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

For the Secretary of the Navy,

I. M. COMMANDER
Lieutenant General, U.S. Marine Corps
Commander
Marine Forces Reserve

EXAMPLE CERTIFICATE OF COMMENDATION

United States Marine Corps, the Commander, Marine Forces Reserve takes pleasure in commending

(RANK AND NAME)
UNITED STATES MARINE CORPS

For service as set forth in the following
CITATION:

"SUPERIOR PERFORMANCE OF DUTIES WHILE SERVING AS (BILLET), (COMMAND) FROM (MONTH) (CALENDAR YEAR) TO (MONTH) (CALENDAR YEAR). DURING THIS PERIOD, (RANK NAME) EXEMPLARY PERFORMANCE OF DUTIES EARNED (RANK NAME) THE DISTINCTION AS THE MARINE FORCES RESERVE "MARINE OF THE QUARTER/NONCOMMISSIONED OFFICER OF THE QUARTER" FOR THE (FIRST/SECOND/THIRD/FOURTH) QUARTER. (RANK NAME) DILIGENT EFFORTS AND RESOURCEFULNESS INSPIRED ALL WHO OBSERVED (RANK NAME) AND CONTRIBUTED TO THE ACCOMPLISHMENT OF THE OPERATIONAL READINESS OF (COMMAND). (RANK NAME) INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE."

I. M. COMMANDER
Lieutenant General, U.S. Marine Corps
Commander
Marine Forces Reserve